

FORM OF ORDER AND TRANSMITTAL BY BOARD, COMMISSION, OR COUNCIL

State of Washington

1989 Washington Centennial Commission
(name of governing body)

(agency name, if applicable)

Resolution No. 87-1

Administrative Order No.

(1) Be it resolved by the Washington Centennial Commission, acting at Olympia, Washington, that it does adopt the annexed rules relating to:

procedures to implement coordination of fund raising and solicitation of sponsorships related to centennial programs or activities.

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. filed with the code reviser on. These rules shall take effect:
[] thirty days after they are filed with the code reviser pursuant to RCW 34.04.040(2).
[] at a later date, such date being

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

We, 1989 Washington Centennial Commission, find that an emergency exists and that this order is necessary for the preservation of the public health, safety, or general welfare and that observance of the requirements of notice and opportunity to present views on the proposed action would be contrary to public interest. A statement of the facts constituting the emergency is: orderly administration of the licensing program.

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of RCW 34.04.026 that "every agency shall incorporate the most specific, but in no case omit all, of the following language alternatives when adopting or amending rules" fill in statement (a), (b), or (c) as appropriate:

[] (a) This rule is promulgated pursuant to RCW 27.60 and is intended to administratively implement that statute.

[] (b) This rule is promulgated pursuant to RCW which directs that the

(agency) has authority to implement the provisions of (name of act or RCW citation)

[] (c) This rule is promulgated under the general rule-making authority of the (agency) as authorized in RCW

(4) The undersigned hereby declares that the agency has complied with the provisions of the Open Public Meetings Act (chapter 42.30 RCW), the Administrative Procedure Act (chapter 34.04 RCW), and the State Register Act (chapter 34.08 RCW) in the adoption of these rules.

(5) This order, after being first recorded in the order register of this governing body, is herewith transmitted to the Code Reviser for filing pursuant to chapter 34.04 RCW and chapter 1-12 WAC.

APPROVED AND ADOPTED April 2, 1987

STATE OF WASHINGTON FILED

APR 22 1987

By Putnam Barber, Executive Secretary Title

CODE REVISER'S OFFICE WSR 87-09-102

AMENDATORY SECTION (Amending Resolution No. 86-2, filed 10/17/86)

WAC 100-100-070 OUTSIDE RESOURCES. (1) The commission encourages the use of other state agencies, employees, and outside groups to implement and support the 1989 centennial.

(2) The commission may, from time to time, allow others to associate their projects or activities with the centennial celebration or provide other specific assistance as set forth in the application described in subsection (3) of this section.

(3) Sponsors of such programs or activities, other than publications, must complete an application specifying the manner in which they wish to associate their projects or activities with the centennial celebration or requesting such other assistance as may be described in the application form, which is available on request, and submit it to the centennial office in Olympia. The application will enable the commission to consider three aspects in its deliberation:

(a) Appropriateness of the project/activity as part of the centennial celebration.

(i) The project must show promise of contributing directly to public knowledge and appreciation of the history, society, or landscape of Washington.

(ii) If the project presents events of Washington history, it must be historically accurate or make adequate disclaimers to protect against perpetuation of errors.

(iii) If the project/activity touches on one of the state-wide programs of the commission (e.g., "Pacific Celebration '89," the "Centennial Games"), the project/activity must complement and support the goals of such related program. When necessary, the application will be referred to the appropriate centennial committee sponsoring said state-wide program for review.

(b) Population affected by the project/activity.

(i) Projects/activities which are primarily intended to appeal to residents of a single county shall be reviewed and approved by the county centennial commission/committee, described in WAC 100-100-052(1);

(ii) ~~Projects/activities which are ((state-wide--in--scope--or--intended--to--draw--visitors--from--a--multicounty--area--shall--be--reviewed--and--approved--by--the--executive--secretary--The--executive--secretary--may--consult--with--one--or--more--county--centennial--commissions/committees--in--the--course--of--his--review))~~ of state-wide significance shall be reviewed by the appropriate program committee of the commission and the recommendation of that committee considered prior to action by the commission.

(c) Financial support of the project/activity.

(i) When projects/activities use internal resources of their sponsors or organizers, no further attention will be paid to this question.

(ii) When projects will rely on ticket sales or small direct contributions by participants or on support in an amount of less than one thousand dollars from local sources, an effort will be made to coordinate dates and locations to avoid damaging overlap of programming. If appropriate dates and locations cannot be identified, priority will be given to projects which have earliest dates of application.

(iii) When projects or activities seek grants or other external support, an effort will be made to coordinate requests in accordance with known policies of granting agencies. In the event that a coordinated approach cannot be agreed upon, priority will be given to projects which have earliest dates of application.

(iv) Requests which may total more than ten thousand dollars to organizations making contributions or grants in more than one county shall comply with "policies and procedures for large gifts" as approved by the commission.

(4) Approved projects may use the commission's centennial logo only when the conditions specified in WAC 100-100-130 through 100-100-180 are satisfied.

(5) In the event of disagreement with the ~~((decision-of-the-executive-secretary, either-by-the-applicant--recognition--or--by--another~~

group-which-considers-itself-affected-adversely,-the-disputed-application--and--all--supporting-exhibits-shall-be-referred-to-the-executive-committee.--The-executive-committee-may-decide-the-issue-or-may--refer-the--dispute--to--a--standing--committee-or-to-the-commission;--In-the-event-of-an-adverse-decision-by-the-executive-committee;)) recommendation of a program or other committee of the commission, the following procedures shall apply to any request for reconsideration:

(a) The licensing and sponsorships committee shall reconsider requests for letters of support for fund-raising efforts and may deny the requests or refer them for further consideration to the same or a different program committee or make a recommendation directly to the commission;

(b) The executive committee shall reconsider requests for financial support from funds derived from sales of centennial license plates as provided in subsection (6) of this section, and may deny the requests or refer them for further consideration to the same or a different program committee or directly to the budget and finance committee.

(c) The executive committee shall reconsider all requests for assistance of any other sort and may deny the requests or refer them for further consideration to any committee or to the commission.

(d) Further appeal may be made to the commission in the event of any adverse decision, other than an action of commission, at ((its)) the first meeting which occurs not less than thirty days after such commission review is requested in writing.

(6) Projects of state-wide significance. The commission may contract with public agencies and private nonprofit organizations which undertake to organize and manage distinctive projects of state-wide significance which are funded in part from revenues resulting from chapter 280, Laws of 1986.

(a) To be considered, proposals must satisfy the following basic criteria:

(i) The commission's share of the projected cash outlays implementation of the proposal must be no more than fifty percent.

(ii) The total amount requested from the commission must be no less than ten thousand dollars and no more than one hundred thousand dollars.

(iii) The proposal's goals and activities must ensure a demonstrable benefit.

(iv) The proposal must be open to participation without discrimination of any kind.

(v) The dates of proposed activities must be consistent with the schedule of the centennial celebration and allow for completion of all activities to be supported by the commission prior to December 31, 1989.

(b) The following process in selection of projects for assistance shall be followed:

(i) The commission's request for proposals shall give at least forty-five days notice before the due date.

(ii) Timely responses shall be reviewed by staff for completeness, responsiveness, compliance with nondiscrimination requirements, and other requirements as specified in the request for proposal.

(iii) Accepted responses shall be reviewed by one or more program committees of the commission. If no suitable program committee exists, the sponsor may request that the commission act as a committee of the whole for the purpose of review. The committee shall make a recommendation to the budget and finance committee concerning the level of funding (if any) for each proposal and the centennial commission which includes the committee's determinations of:

(A) The ways in which the proposal meets and complements the overall goals of the centennial celebration and the specific program goals of the committee; and

(B) The sense in which the project meets the requirement of having state-wide significance.

The program committee may ask for advice or further information from the sponsor of the proposal, relevant country centennial committees, and other interested parties.

(iv) The budget and finance committee shall recommend a level of funding for each project consistent with funds available in the centennial fund.

(v) The executive secretary shall negotiate the necessary contracts or agreements with the sponsor to implement the decision of the commission.

(7) The commission may contract ((with)) or enter into agreements and understandings with affiliated organizations, other agencies, persons, and groups in an appropriate manner((7)) to accomplish commission activities ((7)) in accordance with state law. The commission may work closely with such affiliated organizations and may provide special assistance to them to support their work in support of the commission's goals.

(8) The commission requires assurance of compliance with local, state, and federal civil rights and anti-discrimination laws and regulations, and open access for all persons regardless of race, religion, ethnic background, or physical handicap, as a condition of sponsorship, recognition, endorsement or support of any activity proposing to celebrate the state centennial.

(9) The commission may provide cosponsorship, recognition, endorsement, financial support, and/or other assistance to persons or groups in order to facilitate contributions to literature about Washington, its culture, history, geography, and other aspects to be celebrated during the centennial and other events or programs under the purview of the commission by statute or executive order.

(a) Authors and publishers who are developing projects which they believe will make a contribution to the celebration of the centennial, and who wish to have that expectation confirmed in writing may request a letter of encouragement.

(i) The executive secretary may require such information as he deems necessary, and shall provide the applicant with full information about procedures and criteria.

(ii) If the executive secretary issues a letter of encouragement, the letter may be reproduced for publicity purposes or reprinted in the work.

(iii) Issuance of a letter of encouragement does not imply approval to print or otherwise use the centennial symbol in any way.

(b) The commission may endorse publications which make important contributions to the celebration or the understanding of the history or character of Washington.

(i) Endorsement allows commercial use of the commission symbol, provided that such commercial use shall be in compliance with WAC 100-100-900.

(ii) Application for publication endorsement shall be made to the executive secretary on forms provided for that purpose; provided that the executive secretary shall require submission of two copies of the publication or manuscript plus twenty-five dollars. Neither the copies nor the twenty-five dollars will be returned.

(iii) In the event that the applicant disagrees with the decision of the executive secretary, the applicant may request a review by the executive committee who may decide the issue or refer it to the commission's publications committee.

(c) The "centennial bookshelf" is a list of publications maintained and distributed by the commission. Listing does not imply endorsement by the commission of the content or opinions expressed in the work. Prominent notice shall be given for each issue of the "centennial bookshelf."

(i) Each publication in the "bookshelf" must make a contribution to the understanding of the history or character of Washington.

(ii) Each publication must be in print or generally available to the public through bookstores or mail distribution.

(iii) Promotional items, limited editions, membership premiums, and other similar publications are not eligible to be listed.

(iv) An application for listing in the "centennial bookshelf" and instructions for filing shall be available from the commission upon request.

(v) Applications for listing may be approved in advance of publication when a definite publication date has been set; provided that in addition to information about the work the executive secretary shall charge the applicant ten dollars plus twice the full purchase price including shipping cost and tax. Such funds will be used to purchase two copies of the work when available.

(10) Letters of support. The commission may provide letters of support for the fund-raising efforts of independent organizations sponsoring centennial activities.

(a) To be considered, proposed activities must satisfy the following basic criteria:

(i) The project must require ten thousand dollars or more in support from outside sources;

(ii) The project must have state-wide impact as contrasted to local or specialized scope and must provide for access or participation by Washingtonians from every part of the state;

(iii) The project's goals and activities must ensure a demonstrable benefit;

(iv) The project must be open to participation without discrimination of any kind;

(v) The project dates must be consistent with the schedule of the centennial celebration.

(b) The following process in selection of projects for letters of support shall be followed:

(i) The notice of each review cycle shall give at least forty-five days notice before the due date;

(ii) Timely responses shall be reviewed by staff for completeness, responsiveness, compliance with nondiscrimination requirements, and other requirements as specified by the commission;

(iii) Accepted responses shall be reviewed by one or more program committees of the commission. The committee shall make a recommendation to the commission which includes the committees determinations of:

(A) The ways in which the proposed project complements the overall goals of the centennial celebration and the program goals of the committee;

(B) The sense in which the project meets the requirements of having state-wide significance.

(iv) The executive secretary shall provide letters of support as provided by the commission to any project approved by the commission.